



## SCHOOL GROUP RESERVATION REQUEST FORM

School Group requests are accepted by mail or fax only. DO NOT RE-FAX! To cancel a tour, call (202) 874-2330 or toll free 1-866-874-2330. The tour must be re-booked if ten or more students are added to the original request.

Name of School: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
(Confirmation will be faxed back to this number)

Mailing Address: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Primary Contact Name and Phone Number:** \_\_\_\_\_

Number in Group: Students \_\_\_\_\_ Chaperones \_\_\_\_\_ TOTAL NUMBER IN TOUR: \_\_\_\_\_  
(not to exceed 100)

Special Needs: (i.e. wheel chairs, hearing impediments, etc.): \_\_\_\_\_

### School Group Tour Schedule

*Monday through Friday, excluding federal holidays and the week between Christmas and New Year's Day*

|                                  |                   |                   |                   |                   |                   |                   |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <u>DAILY</u><br><u>Jan - Dec</u> | <u>11:00 a.m.</u> | <u>11:15 a.m.</u> | <u>11:30 a.m.</u> | <u>11:45 a.m.</u> | <u>12:00 p.m.</u> | <u>12:15 p.m.</u> |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

#### 1<sup>st</sup> choice

\_\_\_\_\_  
Day of week                      Date                      Time

#### 2<sup>nd</sup> Choice

\_\_\_\_\_  
Day of week                      Date                      Time

Tour Scheduler  
14<sup>th</sup> and C. Streets, SW – Room 128-M  
Washington, DC 20228  
[www.moneyfactory.gov](http://www.moneyfactory.gov)

PHONE: (202) 874-2330 ● Toll Free: 1 (866) 874-2330 ● FAX #: (202) 874-6331